



Treasury Financial Manual

Transmittal Letter No. 589

Volume I

To: Heads of Government Departments, Agencies and Others Concerned

1. Purpose

This transmittal letter revises I TFM 2-3500: Daily Balance Wire for Internal Revenue Service. The chapter updates procedures the Internal Revenue Service centers follow when preparing and reporting the Federal Tax Deposit Daily Balance Wire. It also deletes outdated processes. (See Appendix 1.)

2. Page Changes

Remove

Table of Contents for Part 2

I TFM 2-3500

Insert

Table of Contents for Part 2

I TFM 2-3500

3. Effective Date

Upon receipt.

4. Inquiries

Direct questions concerning this transmittal letter to:

Funds Control Branch
Financial Management Service
Department of the Treasury
Prince George's Metro Center II, Room 6D10
3700 East-West Highway
Hyattsville, MD 20782
Telephone: 202-874-9790

Richard L. Gregg
Commissioner

Date: November 8, 1999

Part 2—Chapter 3500

DAILY BALANCE WIRE FOR INTERNAL REVENUE SERVICE

This chapter tells the Internal Revenue Service (IRS) how to prepare and report the Federal Tax Deposit Daily Balance Wire (DBW). (See Appendix 1.)

Section 3510—Authority

The Secretary of the Treasury must prepare reports on financial operations of the U.S. Government according to 31 United States Code 3513. Each executive agency must provide data on its financial condition and operations to the Secretary of the Treasury.

Section 3515—Background and Concepts

The IRS reports Federal Tax Deposit classification types (withheld, individual, FICA deposits) that the Federal Reserve Banks (FRBs) have received 3 business days before the current day. Treasury uses this data to:

- Forecast and manage the Federal Government's cash and debt position.
- Invest collections into the trust funds to earn interest on those funds.

- Report to the public on the *Daily Treasury Statement*.

Section 3520—Reporting Requirements

Each business day, all IRS centers transmit the DBW. A business day is defined as any day FRBs are open for business. FRB business days can include days when the Federal Government is closed. This includes Government closings because of holidays and inclement weather. IRS centers list tax deposit data (by tax class) reported by each FRB 3 business days before the current day. (Refer to Appendix 1 for a detailed description of DBW line items.) IRS must send all wires to Treasury by fax so that Treasury receives them no later than 8 a.m., EST. Treasury makes two fax machines available for this purpose. If IRS cannot send the DBW by fax, the operator should call Treasury to verbally report the information. (See the Contacts page.)

Occasionally, the IRS must report adjustments because it received the SF 215: Deposit Tickets, or SF 5515: Debit Vouchers, late from the FRB. When that occurs, IRS must report those adjustments to Treasury with the current days' work and indicate on the wire the FRB deposit dates for the adjusted amounts. It is fundamental that IRS correctly reports the FRB deposit date.

The debit amount IRS reports to Treasury should equal the total debits the FRB recorded through the CASHLINK system. In addition, the credit amount IRS reports should equal the total credits the FRB recorded through the CASHLINK system.

Section 3525—Federal Tax Deposit DBW Official Format

See Appendix 1 for the official DBW format.

CONTACTS

Direct any questions concerning this chapter to:

Funds Control Branch
Financial Management Service
Department of the Treasury
Prince George's Metro Center II, Room 6D10
3700 East-West Highway
Hyattsville, MD 20782
Telephone: 202-874-9790

Daily Balance Wire Facsimile 1
Telephone: 202-874-9984

Daily Balance Wire Facsimile 2
Telephone: 202-874-9945

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Sample Format for the Daily Balance Wire

Federal Tax Deposit Daily Balance Wire

Sample Format for the Daily Balance Wire

04/15/90
Work Date

FRB No. 124

Deposit Date

99/01/15		\$87,487,506.87
99/01/15		7,041.42
	Sub-Total	87,494,548.29
99/01/14		100.00
99/01/14		10.00
	Sub-Total	110.00
99/01/15		23,422.26
99/01/15		4,500.00
	Sub-Total	27,922.26
99/01/14		10.00
99/01/14		100.00
	Sub-Total	110.00
	Net	87,466,626.03

Breakdown of net amount by Classes

CLASS 1	59,914,445.35
CLASS 2	.00
CLASS 3	9,497,909.29
CLASS 4	139,150.16
CLASS 7	126,096.38
CLASS 8	435,937.92

Breakdown of net amount by Accounts

2OF3820 (29)	17,350,764.93
2OX6879 (29)	2,322.00
2OF3820 (29) Cum.	110,140,328.44
2OX6879 (29) Cum.	2,642,008.64

Federal Tax Deposit Daily Balance Wire

Item

DATE	Enter the workday the wire is prepared (YYMMDD).
FRB #	Enter the corresponding Federal Reserve Bank (FRB) number; for example, SALT LAKE CITY = 124.
FRB DEPOSIT DATE	Enter the deposit date as reported by the FRB (YYMMDD). The date will normally be 3 business days prior to the preparation date. If there are more than 1 day's data being reported, a separate wire for each day is required. If a confirmed SF 215: Deposit Ticket, or SF 5515: Debit Voucher, is received late (after IRS has processed that day's work), process these adjustments with the current day FRB processing date work. Specify in the left margin of the report to which FRB processing date it relates. There may be two sets of numbers for credits and debits. Amounts reported for the first date represent credits reported on confirmed deposit tickets. Amounts reported for the second set of amounts reflect debits reported on confirmed debit vouchers. The first amount reported for the credits and debits represent current day's reporting and the second amount represents adjustments to prior days. If there is no reporting, then \$0.00 must be entered.
1/CLASS 1	Report the amount of withheld and FICA taxes.
1/CLASS 2	Report the amount of estimated taxes on taxable trusts.
1/CLASS 3	Report the amount of corporate taxes.
1/CLASS 4	Report the amount of excise taxes.
1/CLASS 7	Report the amount of railroad retirement taxes.
1/CLASS 8	Report the amount of Federal Unemployment Tax Act (FUTA) taxes.
2/2OF3820(XX)	Report the amount of taxes that are reported and confirmed but have not been classified.
2/2OX6879(XX)	Report the amount of taxes that are reported but have not been confirmed or classified.
2/2OF3820(XX)	Cum: report the cumulative balance in the unclassified confirmed account.
2/2OX6879(XX)	Cum: report the cumulative balance in the unclassified and unconfirmed account.
1/ Enter 0.00 next to classification items having no activity.	
2/ Report the IRS center's identifying number beside the 2OF3820 and 2OX6879 in parentheses; for example, (29) Ogden Service Center.	

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